

Electromechanical Technician Training Program - Student Evaluation

Student Name - _____

Mentor Name - _____

Date - _____

A. Job Knowledge

1. This student employee has adequate skills, knowledge, and experience to meet the job requirements.
2. This student employee displays knowledge of policies, procedures and practices pertinent to the position.
3. This student employee displays adequate knowledge of related functions that may impact both performance and accomplishments of program objectives.
4. This student employee demonstrates an ability to adapt by learning new methods, and keeps up with changes in the field.
5. This student employee displays versatility in performing varied assignments.

Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree

B. Quality and Quantity of Work

1. The student employee produces work that meet standards of excellence for the job.
2. The student employee meets required deadlines.
3. The student employee deals with all issues related to the assigned tasks.
4. The student employee ensures accuracy of information, and identifies and corrects errors so that the final product meets or exceeds quality standards.
5. The student employee inspects both results and processes by which they were attained.
6. The student employee establishes and works at a good pace.
7. The student employee completes the volume of work expected in a timely and professional manner.
8. The student employee assumes the commitments and obligations of the position, including attendance.
9. The student employee completes appropriate quantity of tasks consistently.
10. The student employee completes appropriate quantity of tasks thoroughly.
11. The student employee completes appropriate quantity of tasks accurately.

Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree

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C. Initiative and Resourcefulness

	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
1. This student employee recognizes what needs to be done and does it without prompting.					
2. This student employee carries out tasks that go beyond the normal duties of the job.					
3. This student employee acts independently as required by the job.					
4. This student employee exhibits the motivation necessary to achieve objectives.					
5. This student employee uses creativity, innovation, and persistence to achieve positive results in a variety of circumstances.					
6. This student employee seeks opportunities and takes action without being told.					
7. This student employee assumes responsibility promptly and responds effectively.					
8. This student employee focuses for long periods of time on one project, when necessary without feeling isolated.					
9. This student employee breaks step with traditional ways of doing things to see options and alternatives that may not be obvious.					
10. This student employee effectively blends personal, organizational, and Laboratory goals to obtain objectives.					

D. Planning and Organization

	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
1. This student employee plans the work to be done.					
2. This student employee knows the status of the work in progress.					
3. This student employee is able to determine priorities and meets priorities well.					
4. This student employee efficiently allocates time and displays good judgment in the performance of his/her assignment.					
5. This student employee interacts effectively with others.					
6. This student employee displays initiative in organizing work to enhance levels of productivity and to maximize quantity and quality of work output.					

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E. Analytical and Problem Solving Skills

1. This student employee grasps new concept rapidly.
2. This student employee thinks clearly and logically.
3. This student employee weighs options when solving problems.
4. This student employee has the ability to digest and handle information.
5. This student employee identifies problems and root causes and makes significant progress toward corrective action and prevention.
6. This student employee copes with day-to-day problems as well as unusual circumstances.
7. This student employee systematically thinks through how things work and the implications of potential modifications.
8. This student employee focuses on major goals rather than single issues.
9. This student employee identifies, evaluates and intergrates correct information from different sources in order to select the best method for solving a problem.

Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree

F. Decision Making

1. This student employee willingly makes decisions in an appropriate time frame.
2. This student employee collects all relevant information before making a decision.
3. This student employee makes decisions of good quality (objective, well thought out, consequences considered)
4. This student employee chooses the most appropriate solutions to problems.
5. This student employee encourages participation and initiates the decisions necessary to achieve the required results.
6. This student employee optimizes diverse opinions in developing decisions.
7. This student employee asks for help when it is needed.
8. This student employee involves others in the decision making process to achieve better results.
9. This student employee makes timely decisions based on facts, experience, and reasonable assumptions.
10. This student employee avoids procrastination and utilizes good judgment in taking calculated risks.

Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree

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G. Working with Supervisors and Peers

1. This student employee accepts and responds to supervision in a positive manner.
2. This student employee gains the cooperation of others to accomplish team objectives.
3. This student employee participates in a constructive, positive way in team situations.
4. This student employee takes responsibility for sharing information and opinions promptly, constructively, and directly.
5. This student employee takes responsibility for actions, words, and the accomplishment of individual and group tasks.
6. This student employee works effectively and harmoniously with others of different backgrounds and work styles.
7. This student employee resolves conflicts effectively.
8. This student employee encourages cooperation with other groups to achieve goals.

Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree

H. Communication Skills

1. This student employee communicates clearly and concisely, in both written and oral contexts.
2. This student employee listens effectively, to foster good communication.
3. This student employee communicates what is required (relevant and right amount of information).
4. This student employee listens actively, to seek out the meaning being expressed by others.
5. This student employee communicates in a timely manner.
6. This student employee understands and actively clarifies communications given by others.
7. This student employee encourages others to bring forward ideas by responding positively and enthusiastically to those who do.
8. This student employee takes action to inform and promote others' understanding.

Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree

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I. Customer Awareness and Responsiveness

1. This student employee recognizes internal and external customers.
2. This student employee responds to the needs of the customer in a professional and timely manner.
3. This student employee looks at work from the perspective of the customer.
4. This student employee follows up with customers to be certain they are satisfied with their work, and asks whether further assistance may be necessary.
5. This student employee strives to improve the quality of service to all customers.
6. This student employee actively solicits input from customers.
7. This student employee treats all customers with respect.
8. This student employee clearly focuses efforts, including communication and performance measurements, on anticipating and satisfying all customer needs.

Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree

J. Adaptability

1. This student employee adapts to changing workloads and conditions.
2. This student employee shows creativity and innovation in his/her approach to the job.
3. This student employee thinks of ways to simplify the job.
4. This student employee demonstrates self-confidence, flexibility and open-mindedness in the face of change.
5. This student employee welcomes opportunities to contribute to improving the organization.

Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree

K. Cost Control

1. This student employee effectively controls costs on the job.
2. This student employee recognizes opportunities to save the Laboratory money.
3. This student employee offers practical ideas to improve workplace methods.
4. This student employee easily identifies simplest routes to accomplish tasks.
5. This student employee uses resources and services effectively to achieve positive results and control costs.

Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree

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L. Development and Training

1. This student employee seeks additional training and development.
2. This student employee makes every effort to use newly learned skills on the job.
3. This student employee applies technical and business knowledge in managing areas of responsibility.
4. This student employee focuses on the development of specific experiences, knowledge, skills and abilities to maintain or enhance versatility and job performance.

Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree

M. Safety and Security

1. This student employee understands the importance of safety and security in the workplace.
2. This student employee applies safety and security principles.
3. This student employee personally follows safety and security procedures and encourages others to observe safe and secure practices.
4. This student employee practices safe and secure practices.
5. This student employee proactively takes steps to provide a safe and secure work environment.
6. This student employee promptly investigates accidents and corrects causes.
7. This student employee conducts job responsibilities in a manner that ensures safety and security mandates are observed.
8. This student employee personally commits to continuous improvement in safety performance.
5. This student employee welcomes opportunities to contribute to improving the organization.

Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree